

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: April 6, 2001
POSITION: DOCKET CLERK (Magistrate Support)
LOCATION: 500 Pearl Street
New York, New York
CLASS LEVEL: UP TO CL-25
SALARY: \$25,607 - \$37,783
CLOSING DATE: Open Until Filled
VACANCY NO.: 01-16
NUMBER OF POSITIONS: More than one position may be filled.

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY

DUTIES AND RESPONSIBILITIES: In the Magistrate Support section, on a computer terminal makes data entries to maintain the official case events summary on the docket form from opening to final deposition of a magistrate support or criminal case conforming to established court rules and procedures. The main duties include making summary entries of all documents and proceedings on the docket; assures that automated entries are linked for proper case management; prepares and transmits notices, judgments and orders; performs inquiries and furnishes information, either in person or by correspondence as to the status of cases; and makes a statistical report in each case commenced or terminated; performs other duties. **The duty hours for these positions are from 11 AM - 7:30 PM.**

REQUIRED QUALIFICATIONS: To be considered for this position high school graduation, or equivalent, two years of general experience, and one year of specialized experience is required. To qualify for the full range CL-25 level, an additional year of specialized experience is required. **Applicants must be able to type at least 35 w.p.m., and word processing experience and knowledge of legal terminology are highly desirable qualifications. Applicants must be available to work from 11 AM - 7:30 PM.**

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible experience requiring the regular and recurring application of case management procedures involving the selective use of computer skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience.

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience, and a covering letter. The covering letter should indicate the position that you are applying for, and identify how your education and/or experience relate to the duties and responsibilities of the position and **also include a statement that you are aware that the duty hours for the position are from 11 AM - 7:30 PM. Resumes without the covering letter addressing the qualifications will not be considered.**

PLEASE SUBMIT YOUR RESUME AND COVERING LETTER TO:

***U.S. DISTRICT COURT
500 PEARL STREET
NEW YORK, NEW YORK 10007
AT.: PERSONNEL, ROOM 310***

**THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY
APPLICANTS MUST BE UNITED STATES CITIZENS**